



SUPERIOR COURT OF CALIFORNIA COUNTY OF MENDOCINO CLASSIFICATION SPECIFICATION



CLASS TITLE	COURT MEDIATOR I
CLASS CODE	864316
REPORTS TO:	FAMILY COURT SERVICES DIRECTOR
FLSA STATUS	E

Descriptions provided at the higher-level build on and include all of the skills listed for the previous levels within the Staff Assistant Series. Some of the requirements listed for a level may not be representative of all employees at that level. Employees at one level may have some of the requirements associated with a higher level.

JOB SCOPE AND DISTINGUISHING FEATURES:

Under general supervision of the Family Court Services Director, the Family Court Mediator interviews parents and children and conducts mediation conferences in order to assist the Court and families in resolving child custody and visitation disputes, thereby avoiding the necessity of Court hearings. The Mediator assists individuals in formulating Parenting Plans, including custody and visitation schedules and most aspects of child rearing responsibilities, which are in the best interest of children. Clinical skills are used to diffuse the anger and communication difficulties between the parents and help them focus on the needs of their children. The Mediator works closely with judges, commissioners, family law attorneys, the family law facilitator, and representatives of community agencies. The Mediator is assigned work by the Family Court Services Director who determines the distribution of work and management of case assignments. The Mediator appears in court to receive referrals directly from the bench officer and schedules follow-up appointments for those families continuing to resolve issues through Mediation. The Mediator is involved in community networking with committees and agencies that serve and impact the lives of children and families.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Interviews parents and children.
- Consults with attorneys
- Reviews court files.
- Coordinates with Judges and Commissioners.
- Conducts mediation sessions.
- Consults with other agencies that have involvement with families on the Mediation caseload.
- Develops Parenting Plans.
- Participates in community networking activities such as Domestic Violence Council and works with other agencies and committees relevant to healthy family functioning.
- Conducts Guardianship Investigations as assigned by the Family Court Services Director.
- Attends trainings and seminars.
- Attends staff meetings.
- Perform additional duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
General Office Equipment and printers

MINIMUM QUALIFICATIONS REQUIRED:**Education and Experience:**

Master's degree from an accredited college or university in social welfare, psychology, counseling, sociology or other related behavioral science; and at least three years of recent post Master's degree full-time experience in the field of counseling, social work, adoptions or related mental health field that demonstrates possession and application of the knowledge and abilities described below.

OR

A combination of recent education and/or recent full-time responsible professional level experience that demonstrates possession and application of the knowledge and skills listed below.

LICENSES AND Certifications:

Licensing as an LMFT, LCSW, PhD or a licensed intern is preferable.

Valid California Driver's License

Licenses and Certifications:

Possession of a California Driver's License or the ability to travel from one court location or meeting place to another as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

Principles and techniques of counseling families and children.

Clinical skills to interview, assess and mediate, investigate, and evaluate families with multiple and complex psychological, social, cultural, and economic issues.

Physical, emotional, and sexual abuse and their effects on children and families.

Adult psychopathology and the dynamics of family dysfunction.

Psychological, social, cultural, and economic factors which influence individual and group behavior.

Substance abuse and domestic violence and their effect on children and families.

Family, juvenile, and criminal law and/or functions and procedures of Superior Court.

Public and private community resources to meet the needs of families and children.

Principles and techniques for writing concise accurate reports with documentation, assessment, evaluation, and recommendation components.

Skill in:

Operating a keyboard and using word processing applications and / or dictating equipment in the completion of job related assignments.

Mental and Physical Abilities:

Effectively communicate with attorneys, other professionals, clients, and children.

Effectively communicate with sometimes hostile or resistant individuals

Make appropriate referrals to psychological, psychiatric, counseling, educational or medical resources when necessary for families and children.

Craft well written and thorough Parenting Plans.

Establish and maintain effective working relationships with individuals, family members, attorneys, court personnel, Judges, Commissioners, and other professionals in public and private agencies.

Prepare concise Guardianship Investigation reports containing accurate assessment of the information obtained during the Guardianship Investigation.

May conduct educational classes and conferences dealing with issues of divorce, separation, child custody, and the like.

Read, comprehend interpret, and accurately apply policies, rules, regulations, and government codes.

Organize priorities and tasks in order to meet court deadlines with minimal supervision.

Travel as necessary in the performance of job duties.

Keep statistics.

Accept supervision and request assistance or consultation when necessary.

Ability to ascend and descend stairs while carrying files, exhibits, documents, case buckets, supplies, equipment, etc.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Physical ability to lift light articles, sometimes weighing up to 20 pounds and carrying of objects weighing up to 20 pounds; pushing and/or pulling objects weighing up to 20 pounds. Some duties may require carrying files through hallways and negotiating stairs

Lifting positions may be from the floor to the waist, and/or from the waist to an overhead position.

Judgment and Responsibility

Incumbents work independently under general direction; priorities are determined by caseloads and court schedules. Pre-established policies, procedures, standards, and legislation are in place, however, the nature of dispute resolution involves achieving results in the absence of easily applied rules. The work requires the analysis and evaluation of problems with available alternative solutions and may involve the occasional development of new techniques and procedures. This class has no responsibility for the work of others.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.